

City of San Antonio Development Services
GeoSpatial Division



Address Request/Change

Fill out the following request form as accurately as possible and return by mail, hand delivery, or fax to:

*Building Location Specialist
Development Services Department
1901 S. Alamo, San Antonio, Texas 78204
Fax: (210) 207-6073*

Application Information:

Name of applicant: _____

Agency Name: _____

Telephone #: _____ Fax #: _____ Email: _____

Property owner (If different than above): _____

Signature of Owner or Agent: _____ Date: _____

Property Location:

Street Name and Number (If known): _____

Subdivision Plat Name: _____

Section and Township of subject property (If known): _____

Property type: ☐ Single Family Residence ☐ APT/CONDO ☐ Commercial

General Description of Your Location:

Please be as descriptive as possible. Include any intersecting streets within 500 feet of the subject property, and their Directionals (N, S, E, and W). If this address request is for new construction, please include a copy of the site plan and Recorded Plat with this application.

Reason for Address Request:

☐ New Construction ☐ Existing numbers out of sequence ☐ Property Split/Merge ☐ Other (Please explain)

*****NOTES*****

Existing Address Change Requests:

Your address is eligible for change if it meets one or more of the following requirements: Your structure has an address that does not fit into proper numerical sequence with surrounding addresses, contains a fraction, causes confusion, or is difficult to locate. Your address is also eligible for change if it does not coincide with the driveway entrance.

In General:

The application must provide all information prior to processing of the request. The more descriptive the application is, the more quickly and efficiently the City of San Antonio can process your request and issue your address. The City of San Antonio will review requests for change in address for addresses that meet the criteria set above, request that do not meet these criteria may not be processed.

(FOR OFFICE USE ONLY)

Date entered in Master Address Record: _____

Fax notification date: _____

GIS notification date: _____

Owner/Agent notification date: _____ ☐ Mail ☐ Email ☐ Fax